



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 08-49

3 December 2008

**2009 Supervisors Development Workshops
and Remote Designee Conference**

1. The Human Resources Office will present Supervisor Development on the dates listed below:

January 26 - 29, 2009

April 7 - 10, 2009

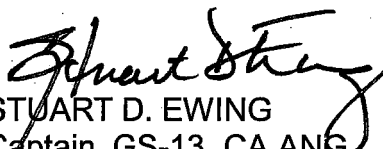
August 24 - 27, 2009

2. The 2009 Remote Designee conference will be in conjunction with the first Supervisors Workshop in January. Remotes are encouraged to attend the January 26 - 29, 2009 Workshop. Monday through Thursday, you will be in the classroom with all attending Supervisors. On Friday, Remotes will attend a "breakout session" specifically geared towards your duties and responsibilities. Your attendance is encouraged, as this will be the **only** Remote Designee Conference training scheduled for 2009.

3. Approximately 70 seats are available in each class. Travel days are the day before and after the published dates. This course is designed for those who oversee technicians in a supervisory role. All training will be held at the Sacramento Marriott Rancho Cordova, Rancho Cordova, CA 95742. Specific details for each workshop will be published prior to attendance.

4. If you wish to attend a workshop, complete Standard Form 182, Authorization, Agreement and Certification of Training. The Standard Form 182 will be forwarded to the Human Resources Office through the remote designee at your unit. All students must make travel arrangements through the Defense Travel System (DTS).

5. Direct questions to the following Employee Development Specialists: Ms. Lisa Nagata at CAGNET x63601, DSN 466-3601, or (916) 854-3601, or MSgt Jill Ransom at CAGNET x63711, DSN 466-3711, or (916) 854-3711.


STUART D. EWING
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Human Resources Officer

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